

Supplier Standard

Homeworkers

Purpose: This Supplier Standard sets out Arco's requirements of its Suppliers in relation to use of homeworkers and the steps taken to safeguard their legal, human and labour rights. Arco acknowledges the existence of homeworkers within our supply chain and is open and positive towards employees working from home provided this Supplier Standard is met. This Supplier Standard addresses general principles rather than seeking to address variables such as industrial sectors, business size, and country.

This Supplier Standard supplements our [Supplier Code of Conduct](#). Key terms used in this Supplier Standard are defined [here](#).

Requirements of this Supplier Standard

Use of [Homeworkers](#)

Arco requires that, as a minimum, each Supplier must:-

- not seek to avoid [Employment Obligations](#) through the use of [Homeworkers](#) and [Home work](#).
- meet the [Minimum Legal Requirements](#) in respect of [Homeworkers](#) (including in respect of wages and reward) and ensure that those standards are met in its own supply chain
- ensure that [Homeworkers](#) receive the same human and labour rights, and comparable working conditions, as those workers based in factories or other company facilities which must meet the worker welfare standards, and abide by the principles, set out in Arco's Ethical Guide for Vendors
- ensure that payments to [Homeworkers](#) provide a minimum of a basic wage for the worker and afford some discretionary income. Overtime must match that of country and industry norms.
- ensure accurate record keeping in respect of working hours and/or pieces manufactured of each [Homeworker](#).
- take steps to identify [Homeworkers](#) in its own supply chain and ensure that it can provide adequate evidence of compliance with this Supplier Standard and the [Minimum Legal Requirements](#) for any Homeworkers in its supply chain
- monitor and mitigate against the increased risk of exploitation and modern slavery associated with [Homeworkers](#)
- monitor and mitigate against the increased risk of [Child Labour](#) associated with [Homeworkers](#). No [Child Labour](#) shall be used, whether as a [Homeworker](#) or otherwise.
- if requested by Arco, co-operate with integrity and transparency to facilitate any audit or assessment conducted by Arco intended to review worker welfare and adherence to [Minimum Legal Requirements](#) and compliance with [Employment Obligations](#)
- provide each [Homeworker](#) with access to a confidential whistle blowing helpline and a safe and secure grievance procedures, which is tested at regular intervals.

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Continuous Improvement

You must ensure that you regularly review your [Homeworker](#) policies and working conditions with a view to driving continuous improvement and attaining and maintaining standards that are above any [Minimum Legal Requirements](#).

Providing Information

- You must complete any information request, questionnaire or declaration that we require in relation to [Homeworkers](#). We may provide access via our [Supplier Portal](#) to standard documents for this purpose.
- You warrant the accuracy and completeness of any submitted information in relation to climate change, whether provided to us before or after we entered into a contract with you.
- If any submitted information no longer remains accurate and complete in any material respect during the term of your contract with us, you must promptly submit a formal written update to Arco to ensure we hold accurate information. You may be able to use standard documents that we make available via our [Supplier Portal](#) for this purpose.

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Additional Information

Further Information

We may provide additional guidance in relation to [Homeworkers](#) from time on our [Supplier Portal](#). That guidance will supplement but will not replace or supersede our [Supplier Code of Conduct](#) or this Supplier Standard.

How we use this Supplier Standard

This Supplier Standard forms part of any contract that Arco enters into with any Supplier.

You must immediately report any material breaches of this Supplier Standard to Arco. We will work with you to identify and implement any actions we believe reasonably necessary to rectify and remediate the issue and you must work with us in good faith to do so. We will also take action, which may include terminating your contract, if you fail to engage with us to address the issues raised or are unwilling or unable to make the necessary changes.

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Terms we use in this Supplier Standard

Homeworker(s)	means a person carrying our <i>Home work</i> regardless of whether this is permanent, temporary or other contractual or non-contractual forms of arrangement.
Minimum Legal Requirements	means the minimum legal requirements applicable in the local territory and which may result from:- <ul style="list-style-type: none"> • local and/or national laws • international standards and regulatory rules/guidance that are incorporated into or adopted by local or national laws
Home work	means work carried out by a person <ul style="list-style-type: none"> • in his or her home or in other premises of his or her choice, other than the workplace of the <i>Employer</i>; • for remuneration; • which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, <p>unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions (see ILO C177 - Home Work Convention, 1996 (No. 177)). Persons with employee status do not carry our <i>Home work</i> (and therefore become <i>Homeworkers</i>) simply by occasionally performing their work as employees at home, rather than at their usual workplaces;</p>
Employer	means a person, natural or legal, who, either directly or through an intermediary, whether or not intermediaries are provided for in national legislation, gives out <i>Home work</i> in pursuance of his or her business activity.
Employment Obligations	means obligations to workers granted under labour or social security laws and which form the basis of a regular employment relationship
Child Labour	has the meaning given in the ILO Conventions on Child Labour (see https://www.ilo.org/ipec/facts/ILOconventionsonchildlabour/lang--en/index.htm) <p>“Child” or “child worker” is taken from the C138 - Minimum Age Convention, 1973 (No. 138) (see https://www.ilo.org/ipec/Informationresources/WCMS_IPEC_PUB_30215/lang--en/index.htm)</p> <p>For further information see Arco's Supplier Standard- Child Labour</p>

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Document Control

Document	Supplier Standard- Homeworkers
Document Owner	Arco Legal Department
Document Approval	General Counsel

Associated Documents

Supplier Code of Conduct
Ethical Guide for Vendors
Supplier Standard- Child Labour

Date of Change	Version	Description of Change
	1.0	First Issue